



# HILL AFB TMDE MONITOR'S BOOK

**OO-ALC/MALL  
5909 Southgate Ave  
Hill AFB, UT 84056-5233**

To obtain a copy of this book contact  
PMEL Production Control at DSN 586-6567 or Commercial (801) 586-6567  
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## **Section II**

### **TMDE ACCOUNT PROGRAM**

#### **1. Purpose**

To provide PMEL customers (RCCs) with a guide book to aid in maintaining a TMDE account.

#### **2. Mission**

To provide calibrated mission ready Test Measurement and Diagnostic Equipment (TMDE) to the users when needed. (IAW T.O. 00-20-14, para. 1.2, 3.1 and 3.6.)

#### **3. FW&A**

To prevent fraud, waste, and abuse of government resources and man-hours by:

- a. Identifying TMDE for NPC (No Periodic Calibration)
  - b. Identifying TMDE for CBU (Calibrate Before Use)
  - c. Identifying TMDE that may need limitations
  - d. Identifying TMDE no longer needed is turned-in and deleted
- (IAW T.O. 00-20-14, para. 3.2, 3.6.f, and 3.6.m.)

#### **4. Verification**

To use the Facility Equipment Maintenance System (FEMS) Website (See Section III; FEMS Website Access) to:

- a. Verify the accuracy of your inventory
  - b. View the schedule for TMDE due calibration
  - c. View the status of your TMDE, i.e. NRB, INPRG, etc...
  - d. Print or submit work orders
- (IAW T.O. 00-20-14, para. 3.6.)

#### **5. Accuracy of TMDE**

To schedule all TMDE due for calibration before it becomes overdue, thus helping ensure TMDE is serviceable at all times and meets it's required specifications.  
(IAW T.O. 00-20-14, para. 3.6.e.)

#### **6. Guidance**

To be in compliance with all applicable guidance and directives such as but not limited to:

- a. T.O. 00-20-14, *Air Force (AF) Metrology and Calibration Program*
  - b. T.O. 33K-1-100-1, *Calibration Procedure for TMDE Calibration Notes Maintenance Data Collection Codes and Calibration Measurement Summaries (CMS)*
  - c. T.O. 33K-1-100-2 and CMS (AFVAC is the viewer for these T.O.s)
  - d. T.O. 33-1-27, *Logistics Support of TMDE*
  - e. Hill AFB Manual 21-115, para. 5.11, *Depot Maintenance Quality Assurance (QA)*
  - f. AFI 64-117, *AF Government-Wide Purchase Card (GPC) Program*
- (IAW T.O. 00-20-14, para. 3.6. and other applicable references)

## **Section III**

### **BECOMING A TMDE MONITOR**

**1. Appointment Letter** (Required)

Supervisor must complete a TMDE Monitor Appointment Letter found in the FEMS Website and send a copy to OO-ALC/MALL. Maintain a copy of the appointment letter.

**2. Initial Training** (Required)

New monitors and Alternates must attend a required TMDE MONITOR COURSE # 1492 and receive a certificate. Go through your squadron/section training monitor. Maintain a copy of the training certificate.

**3. Refresher/Advanced Training** (Optional or as needed)

Anyone may receive refresher/advanced training provided by PMEL upon request. Call Production Control (See Section VII; General TMDE/PMEL Questions) for this training.

**4. FEMS Website Access** (Required)

To view your TMDE inventory, status, forecast schedules, reports, and to print AFMC Form 134's comply with the following:

a. Complete a DISA Form 41 (privacy act information required), send it either through base distribution or mail to:

OO-ALC/MACD  
Hill AFB UT 84056-5825  
ATTN: Rick Hansen or Mike Dunkley  
FEMS Web Administrators

b. Access website for On-base RCCs at <https://fem/> (choose PMEL)

c. Access website for Off-base RCCs at <https://fem.hill.af.mil> (choose PMEL).

*NOTE:* For information regarding this site contact Rick Hansen at DSN 586-1892, e-mail [rick.Hansen@hill.af.mil](mailto:rick.Hansen@hill.af.mil) or Mike Dunkley at DSN 777-8669, e-mail [mickael.dunkley@hill.af.mil](mailto:mickael.dunkley@hill.af.mil)

**5. FEMS Access** (Optional)

Current FEMS users; you can view your inventory, status, and print AFMC Form 134's through FEMS.

**6. AFCAV** (Essential)

To view your TMDE calibration authority, calibration intervals, and calibration responsibility you must have AFCAV loaded on your computer. Request AFCAV through your computer help desk.

## Section IV PROCESS TMDE INTO PMEL

**NOTE:** Hill AFB PMEL has one Production Control, although currently Production Control has two scheduling sections. One section supports the Type IIA PMEL (Bionetics) and the other supports the On-site PMEL (previously called Organic). The Type IIA calibrates and repairs Commercial Off-The-Shelf (COTS) TMDE of which the majority is calibrated in building 214. The On-site PMEL sections calibrate and repair depot specific and on-site TMDE of which the majority is calibrated on-site.

The Type IIA Scheduling Section receives TMDE via:

- a. The PMEL Delivery System (PMEL driver).
- b. Drop-off. The TMDE Monitor can deliver TMDE to building 214, room 204A.
- c. Delivery service. A shipper (UPS, FedEx, etc...) can deliver off-base TMDE to the PMEL Shipping/Receiving Section.

**NOTE:** *To contact the Type IIA Scheduling Section (See Section VII, Scheduling Concerns, Type IIA).*

The On-site Scheduling Section receives TMDE via:

- a. E-mail. The TMDE Monitor can send the AFMC Form 134 to [ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil), (TMDE remains on-site).
- b. Drop-off. The TMDE Monitor can deliver TMDE to building 214, room 104.
- c. Delivery service. A shipper (UPS, FedEx, etc...) can deliver off-base TMDE to the PMEL Shipping/Receiving Section.

**NOTE:** *To contact the On-site Scheduling Section (See Section VII; Scheduling Concerns; On-site).*

### 1. Scheduled TMDE

To view a list of scheduled TMDE, go to the FEMS website, go to Reports and click on Equipment Schedule.

#### a. Type IIA

On-base scheduled TMDE (with a completed AFMC Form 134) will be picked up by the PMEL driver on the RCC's appointed day(s), within five (5) workdays of the TMDE calibration due date. The TMDE Monitor can also drop off the TMDE if they choose instead of use the PMEL delivery system. The PMEL driver initials/signs the AFMC Form 135 when they pick-up TMDE and leaves it for the Monitor as their hand receipt.

#### b. On-site

Deliver or e-mail the AFMC Form 134 to the On-site Scheduling Section ([ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil)) within five (5) workdays of the TMDE calibration due date.

#### c. Off-base

Off-base scheduled TMDE is shipped to PMEL and our Shipping/Receiving Section routes the item to the appropriate Scheduling Section.

## 2. Unscheduled TMDE

### a. Type IIA

Deliver the unscheduled TMDE (with completed AFMC Form 134 and AFMC Form 135) or make the TMDE available for pick-up by the PMEL driver.

### b. On-site

Deliver or e-mail the AFMC Form 134 to the On-site Scheduling Section ([ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil)).

### c. Off-base

Off-base unscheduled TMDE is shipped to PMEL and our Shipping/Receiving Section routes the item to the appropriate Scheduling Section.

**NOTE:** *Identify in the discrepancy block 28 of the AFMC Form 134, the name of the technical expert who identified the problem, telephone number, date, and an accurate description of the malfunction or service requested.*

## 3. Overdue TMDE

TMDE past the calibration due date will go into a Not Received By User (NRBU) status. The following sequence of events applies to overdue/NRBU TMDE:

a. Send TMDE to PMEL immediately for scheduled calibration or notify PMEL of the change in TMDE status (i.e. deployed, NRTS, return to supply etc...)

b. TMDE overdue will result in written notification to the RCC via email. The Monitor has 11 days to notify PMEL of the change in TMDE status.

c. TMDE overdue by 11 days will be deleted from the PMEL database. A TMDE Re-Add Justification Letter (located on the FEMS Website) will be required for future support.

**NOTE:** *It is imperative that TMDE not be used past its calibration due date and is removed from service. The TMDE accuracy cannot be guaranteed once it has past its due calibration date. IAW T.O. 00-20-14. Also see LEGAL LIABILITY in the Appendix.*

## 4. New TMDE

Prior to purchasing new TMDE you must comply with the following:

a. Authorizing Official is PMEL. PMEL must approve, in writing, all purchases of TMDE in accordance with AFMETCAL procedures as well as all purchases of TMDE repair services from non-organic repair sources.

(IAW AFI 64-117, para. 2.2.6.)

b. Are support requirements coordinated with PMEL before contracting to buy local TMDE? Prior to a local TMDE purchase:

1) Check with PMEL to see if existing TMDE will satisfy your requirements.

2) Check with PMEL to see if the TMDE is already listed in the CMS or T.O. 33K-1-100-2 (AFCAV). Check Part Number and Manufacturer with CMS or T.O. 33K-1-100-2 (AFCAV).

3) Provide PMEL with the necessary commercial data in order to complete required Request for Calibration Determination AFTO Form 45, if not already listed in the CMS or T.O. 33K-1-100-2 (AFCAV). Without the necessary data the determination cannot be made and the request will be returned?

4) Provide funding for resources needed in order to support the new item.

5) Assist PMEL with completing the AFTO Form 45 to ensure that the AFMETCAL Program can support that particular new TMDE.

- 6) Leave all condition tags and other documentation including warranty tags left on the TMDE for initial calibration or acceptance testing.
- 7) Deficiency reports should be processed when locally procured TMDE fails initial calibration or acceptance testing?  
(IAW T.O. 00-20-14, para. 2.7.3 and 3.6)

## **5. PMEL Warranty**

The following is a quote from paragraph 1.3.1.3 of the Statement of Work (SOW).

PMEL's responsibility.

"TMDE Returns. TMDE that fails within 30 days of receipt by the customer due to improper Contractor servicing, shall be reworked as Priority 2 IAW T.O. 00-20-14, Section 3. The Contractor shall rework the item at no additional cost to the Government if the failure is due to improper contractor servicing. The Quality Assurance Personnel (QAP) will determine if the cause of the failure is due to improper Contractor servicing. Any disputes regarding the QAP determination will be resolved by the ACO."

Customer's responsibility.

To fulfill this warranty clause, the customer should bring unscheduled items to the Quality Assurance Personnel (QAP) office in 214 (Room 8), for determination. Jeff Clark (7-3177), the single PMEL customer interface, would be the POC to receive these items. If Jeff is not available other QAP's can accept failed items. We welcome Planning & Scheduling (P/S) personnel assisting customers in getting these unscheduled items to our office. Large or bulky item transportation should be pre-arranged with Jeff &/or (P/S) personnel.

## **Section V**

### **TMDE PICK-UP PROCEDURES**

#### **1. PMEL Delivery**

##### **a. Type IIA**

The PMEL driver will deliver TMDE to the RCC after the technician/Quality Assurance (QA) complete the item.

##### **b. On-site**

The scheduler will process the TMDE back to the RCC in the PMEL database after the technician/QA complete the item. Normally, on-site TMDE physically remains at the RCC location therefore does not require delivery.

#### **2. TMDE Monitor pick-up.**

##### **a. Type IIA**

TMDE Monitors can pick-up TMDE from PMEL Scheduling Section during normal duty hours after the technician/QA complete the item. Monitors must bring their copy of the AFMC Form 135, PME Status (hand receipt) to PMEL. PMEL will exchange the hand receipt for the TMDE.

##### **b. On-site**

TMDE Monitor's can contact PMEL Scheduling (See Section VII; Scheduling Concerns; On-site) to coordinate other action. Normally, on-site TMDE physically remains at the RCC location therefore does not require pick-up.



## **Section VI**

### **DOCUMENTATION**

#### **1. Work Orders** (AFMC Form 134, PME Scheduling Record)

Maintain work orders on all TMDE in PMEL. AFMC Form 134 can be obtained from either the FEMS Website or FEMS (choose PMEL; PMEL Customer Link; access your RCC link, then go to whichever area you need to access your 134). (See Section IX; AFMC Form 134 for directions).

#### **2. Hand Receipt** (AFMC Form 135, PME Status)

Maintain receipts on all TMDE in PMEL. (See Section IX; AFMC Form 135 for directions).

#### **3. Inventory**

An inventory can be viewed from the FEMS Website (choose PMEL; PMEL Customer Link; access your RCC link; Reports; PMEL Inventory).

#### **4. Schedules**

A TMDE schedule can be viewed from the FEMS Website (choose PMEL; PMEL Customer Link; access your RCC link; Reports; Equipment Schedule).

#### **5. Status**

The TMDE's status can be viewed from the FEMS Website (choose PMEL; PMEL Customer Link; access your RCC link; Reports; Equipment Status).

## **Section VII CONTACTS**

Disclaimer: All phone numbers are DSN and a constant e-mail to contact Hill is [ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil)

### **1. Scheduling Concerns**

#### **a. Type IIA**

Contact the Type IIA PMEL's Scheduling Section, Lead Scheduler at 586-6592/6591, e-mail [cody.rock@hill.af.mil](mailto:cody.rock@hill.af.mil) or [ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil) FAX: 586-6812

#### **b. On-site**

Contact the On-site PMEL's Scheduling Section, Lead Scheduler at 777-2263/2261, e-mail [nona.ellis@hill.af.mil](mailto:nona.ellis@hill.af.mil) or [ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil) FAX: 775-2076

#### **c. PMEL address:**

OO-ALC/MALL  
5909 Southgate Ave  
Hill AFB UT 84056-5233

### **2. TMDE Driver**

Contact Nate at 628-3183 or Kirk at 628-3195

### **3. NRBU (over-due calibration) TMDE Deletes or Changes**

Contact Scheduling's NRBU Monitor at 586-6571, e-mail at [karen.mccord@hill.af.mil](mailto:karen.mccord@hill.af.mil) FAX: 775-2076

### **4. New TMDE (Not Listed in AFCAV)**

Contact the Planning Section at 586-6566, FAX: 775-2076

### **5. TMDE on HOLD**

Contact Scheduling's Hold Section at 586-6811 or 586-6815, e-mail [gary.warren@hill.af.mil](mailto:gary.warren@hill.af.mil) FAX: 586-6812

### **6. Shipping/Receiving (Off-base TMDE)**

Contact Scheduling's Shipper/Receiving Section at 586-7015 or 777-3080, e-mail [carlos.pantoja@hill.af.mil](mailto:carlos.pantoja@hill.af.mil) FAX: 586-7016

### **7. General TMDE/PMEL questions**

Contact the Planning Section at 586-6566 or the Scheduling Section at 586-6567, FAX: 775-2076

### **8. Complaints**

Contact the Contract Technical Management Chief, MSgt Jeff Clark at 777-3177, e-mail at [jeffrey.clark@hill.af.mil](mailto:jeffrey.clark@hill.af.mil)

### **9. FEMS Website**

On-base RCCs go to <https://fem/> (choose PMEL)

Off-base RCCs go to <https://fem.hill.af.mil> (choose PMEL)

## **Section VIII MISCELLANEOUS**

### **1. Handouts**

Handouts may be placed in this section as needed.

### **2. Guides**

Guides may be placed in this section as needed.

### **3. Miscellaneous**

Place any additional information in this section that you feel is necessary to perform duties as a TMDE Monitor.

## Section IX APPENDIX

### TMDE OWNER/USER CHECKLIST

TMDE OWNER/USER CHECKLIST		OO-ALC/PMEL		3 Mar 03	
No.	Item	Y	N	N/A	
	<b>Program and Equipment Integrity</b> <i>Responsibility: Commanders/Directors and Supervisors</i>				
1.	Do Commanders (equivalent) ensure TMDE within their control is repaired, calibrated, and certified? (T.O. 00-20-14, para. 1.2.4)				
2.	Do Commanders (equivalent) and supervisors of activities who own and use TMDE requiring calibration ensure this TMDE is NOT used unless it has been calibrated and that it is removed from service once the calibration due date has expired? (T.O. 00-20-14, para. 3.6.e)				
3.	Do Hill AFB customers ensure TMDE is repaired and calibrated by OO-ALC/MALL PMEL or the AFPSL? (Hill AFB Manual 21-115, para. 5.11.1 and 5.11.2.1 and T.O. 00-20-14, para. 1.2 and 3.6.e)				
4.	Is TMDE that has exceeded its calibration due date or is otherwise judged unreliable recalled or removed from service and not used? (T.O. 00-20-14, para. 3.1 and 3.4)				
5.	Is TMDE removed from service if it has been subjected to overloading, mishandling, gives suspect results, or otherwise determined to be defective, regardless of the calibration due date? (T.O. 00-20-14, para. 3.8.1.9 and 3.4.4)				
6.	Is TMDE calibrated at regularly scheduled intervals called out in CMS T.O.s, T.O. 33K-1-100-1 and T.O. 33K-1-100-2 (AFVAC)? (T.O. 00-20-14, para. 1.2.4)				
7.	<i>Responsibility: Tool Cribs</i>				
7.a.	Do tool cribs ensure that only TMDE with current calibrations and no visible defects are issued? (Hill AFB Manual 21-115, para. 5.11.2.4)				
8.	<i>Responsibility: Users</i>				
8.a.	Do users ensure TMDE is serviceable and calibrations are current before each use? (Hill AFB Manual 21-115, para. 5.11.2.4)				

8.b.	Do users identify TMDE problems to the TMDE Monitor when incidents occur (such as dropping) that could void the calibration? (Hill AFB Manual 21-115, para. 5.11.2.4)			
	<b>OWNER/USER Responsibilities</b> <i>Responsibility: Supervisors and Monitors</i>			
9.	Is a primary and alternate TMDE Monitor appointed? (T.O. 00-20-14, para. 3.6.a)			
10.	Does the monitor's file contain: (T.O. 00-20-14, para. 3.6.a)			
10.a.	Appointment Letter (Located on FEMS Website)			
10.b.	Inventory of TMDE (Located on FEMS Website)			
10.c.	Schedule of TMDE (Located on FEMS Website)			
10.d.	TMDE hand receipts			
11.	Is access available and are customers familiar with the contents of T.O. 33K-1-100-1 and -2 (AFCAV), T.O. 00-20-14, any applicable CMS T.O.s, T.O. 00-25-234, T.O. 33-1-27, and T.O. 33-1-32? (T.O. 00-20-14, para. 3.6.a NOTE)			
12.	Is a technical data file maintained on TMDE owned and provided with TMDE when requested by PMEL? (T.O. 00-20-14, para. 3.6.k)			
	<b>TMDE Handling</b> <i>Responsibility: Supervisors, Users and Monitors</i>			
13.	Is TMDE listed as USER responsibility in the CMS T.O. or T.O. 33K-1-100-2 (AFCAV), calibrated, certified, and repaired by the USER? (T.O. 00-20-14, para. 3.6.b and 3.6.d)			
14.	Does the owner/user clean the exterior of all TMDE before transporting to PMEL? (T.O. 00-20-14, para. 3.8.3 and T.O. 33-1-27) <b>NOTE: PMEL may return the TMDE to the user/owner for cleaning.</b>			
15.	Is proper care, handling, cleanliness, and transportation of TMDE accomplished? (T.O. 00-20-14, para. 3.6.h and 3.8)			
16.	Is TMDE handled as "delicate instruments" regardless of its outer physical appearance? (T.O. 00-20-14, para. 3.8.1.1)			
17.	Are external cords, cables, accessories, and special connectors secured to the case before being moved? (T.O. 00-20-14, para. 3.8.1.4)			

18.	Are all unmated connectors kept covered with moisture-proof and vapor-proof caps? See T.O. 00-25-234, para. 7.5.d(12)(d). (T.O. 00-20-14, para. 3.8.1.5)			
19.	Is metal-to-metal contact between TMDE avoided? (T.O. 00-20-14, para. 3.8.1.6)			
20.	Is TMDE delivered to PMEL with all ancillary equipment needed for the calibration? (T.O. 00-20-14, para. 3.6.g)			
21.	Is TMDE protected from the elements, excessive shock, and vibration? (T.O. 00-20-14, para. 3.8.2)			
22.	Is organizational maintenance performed on assigned TMDE IAW T.O. 33-1-27? (T.O. 00-20-14, para. 3.6.o)			
23.	Is OXYGEN TMDE cleaned and certified as cleaned by the owner/user and the item is double bagged prior to shipping to the PMEL? (T.O. 00-20-14, para. 3.8.3. and T.O. 15X-1-102)			
	<b>Commercial Calibration</b> <i>Responsibility:</i> Commanders/Directors, Supervisors and Monitor			
24.	Is AFMETCAL approval obtained prior to seeking calibration services from sources other than PMEL or AFPSL? (T.O. 00-20-14, para. 1.2, 1.4.13, and 3.6.c)			
24.a.	Is commercial calibration considered as a last option only after organic support options have been considered? (T.O. 00-20-14, para. 1.4.13)			
25.	<i>Responsibility:</i> Supervisors and Monitors			
25.a.	If the item is not listed in CMS or T.O. 33K-1-100-2 (AFCAV) is an AFTO Form 45 submitted and processed by PMEL <u>before</u> requesting commercial calibration? (T.O. 00-20-14, para. 4.5.1.1)			
25.b.	Is calibration performed by the PMEL unless AFMETCAL approved the commercial calibration? (T.O. 00-20-14, para. 4.5.1.1)			
25.c.	Is calibration performed by the PMEL rather than accept commercial certifications performed in conjunction with commercial repairs? (T.O. 00-20-14, para. 4.5.1.5)			
25.d.	Is contract calibration approved by AFMETCAL? (T.O. 00-20-14, para. 4.5.2)			

	<b>Exceptions from Periodic Calibration</b> (NPC, CBU, and/or Limitations) <i>Responsibility: Supervisors, Users and Monitors</i>			
26.	Is limited calibration, CBU (calibrate before use), or NPC (no periodic calibration) considered? (T.O. 00-20-14, para. 3.6.f, 3.2, and 3.3.1.3)			
27.	Do supervisors or designated representatives authorize limitations and exceptions to calibration, sign the AFTO Form 99 or 398? Complete NPC/CBU checklist and sent to PMEL? <b>NOTE:</b> <i>The designated representative should be someone with technical knowledge of the TMDE.</i> (T.O. 00-20-14, para. 3.3, 3.3.1, 3.6.d, 3.6.i, 3.6.m, 5.4.5.4, and 5.4.6.4)			
	<b>Calibration Interval Deviations</b> <i>Responsibility: Supervisors and Monitors</i>			
31.	Are shorter calibration intervals requested to meet your mission requirements (such as deployments, etc...)? (T.O. 00-20-14, para. 3.4.4)			
31.a.	Is consideration given to shorten the interval on complex TMDE (such as test stations, consoles, etc..) to prevent the station/console from being down for scheduled calibration? (T.O. 00-20-14, para. 3.6.x)			
32.	Is TMDE, designated as WRM (War Reserve Material), calibrated before being packed and stored? (T.O. 00-20-14, para 3.4.6) (For further guidance see also para. 5.4.2.1 to 5.4.3.1)			

## DIRECTIONS FOR COMPLETING the AFMC Form 134, PME Scheduling Record

AFMC Form 134, PME Scheduling Record is used to schedule TMDE into PMEL for calibration, add new TMDE to the inventory, change TMDE specifics, delete TMDE from the inventory, and request repair of TMDE. PMEL uses the information on the AFMC Form 134 to update the TMDE master inventory database. PMEL also uses a computer-generated version of AFTO Form 134 to inform TMDE monitors of TMDE that will be due for calibration. These notices are available on the FEMS Website. The accuracy of the information on this form will ensure the items ability to meet specifications and traceability requirements.

The information required to complete the AFTO Form 134 will be on the TMDE itself and in the CMS or T.O. 33K-1-100-2 (AFCAV), either as a single item under K-100 or under a CMS weapons system.



PME ID#: G123456



WO #: 123456

PART NUMBER		PME ID NO	WUC	OWN ORGN	FREQ	C	DUE DATE	RCC	EQUIP LOC
<b>A</b>	D NUMBER G123456		RCC		3. PART NUMBER ANUSM425V1				
	4. SERIAL NUMBER AO-120856		5. MFG NAME TKTRX		6. NOMENCLATURE OSCILLOSCOPE SSA 465M				
7. WORK UNIT CODE WZLMN		8. FREQUENCY 150		9. FSC 6625	10. EQUIPMENT LOCATION/CUST. REFERENCE B25R12C1			<b>B</b>	11. OWNING ORG. MLLAZ*
12. CAT	13. CONTROL NUMBER	14. STANDARD		15. SUPP	16. CUSTOMER ID	17. WK LOC	18. DATE DUE		19. EQ CLASS
<b>C</b>	20. TYP MTN	21. DATE COMPLETED	22. ACT	23. W/D	24. HOW MAL	25. ACTUAL HOURS		26. IDENTIFICATION  JOHN DOE 7-5555 Feb 19, 2003	27. TYPE TRANS ___ ADDITION ___ DELETION  <input checked="" type="checkbox"/> CHANGE  <input checked="" type="checkbox"/> UPDATE ___ NON-INVEN CARD CODE _____
	<b>D</b>	1. FSC	2. PART NUMBER	3. WUC	4. HOW MAL	5. QTY	6. REFERENCE SYMBOL		
28. DISCREPANCY <b>MAKE THIS ITEM A MOBILITY ASSET SHORTEN INTERVAL THIS ONE TIME BY 30 DAYS ITEM is PART OF THE F-15 CMS Weapons System</b>					29. CORRECTIVE ACTION			30. _____ VALID AFTO FORM 163	
31. CAL STD		32. HIGH USE	33. WRM / MOBILITY <b>MOB</b>	34. TEMP / HUMIDITY	35. REFERENCES			OLD PME NO	

AFMC Form 134  
Copy 1



## **COMPLETING THE AFMC Form 134:**

The following are the blocks necessary in order for PMEL to accept the AFMC Form 134 and specific situations that may arise.

### **Block 1, ID NUMBER**

The Identification Number is **required, if** the item is already assigned a FEMS ID Number; AFTO Form 65 or 66, Bar Code Label. If there is no AFTO Form 65 or 66, leave this block blank and PMEL will assign the item a FEMS ID Number. Ex. B118394. Make a note if the Bar Code Label is lost.

### **Block 2, RCC**

The Resource Cost Center is determined by PMEL and AFMETCAL.

### **Block 3, PART NUMBER**

The Part Number is **required**. It is the manufacturer's part or type number and may be found on the item. The part number should then be matched to the CMS or T.O. 33K-1-100-2 (AFCAV). If the part number is listed in CMS or T.O. 33K-1-100-2 (AFCAV), then the part number should be written on the AFMC Form 134 exactly as it appears in CMS or T.O. 33K-1-100-2 (AFCAV).

### **Block 4, SERIAL NUMBER**

The serial number is **required, if** it is located on the item. If not, PMEL will engrave a serial number on the item.

### **Block 5, MFG NAME**

The Manufacturers Name is **required, if** the manufacturer is known. It should match CMS or T.O. 33K-1-100-2 (AFCAV) exactly.

### **Block 6, NOMENCLATURE**

The Nomenclature is **required**. It should match CMS or T.O. 33K-1-100-2 (AFCAV) exactly.

### **Block 7, WORK UNIT CODE**

The Work Unit Code (WUC) is **required**. The WUC is a tracking number located in CMS or T.O. 33K-1-100-2 (AFCAV) and tied to the item's Part Number.

### **Block 8, FREQUENCY**

The Frequency is **required**. The Frequency is the determined calibration interval located in CMS or T.O. 33K-1-100-2 (AFCAV) and tied to the item's Part Number. Enter CBU if you request a CBU. Enter NPC if you request a NPC. Enter 545 if the item is in a WRM kit and the WRM option is requested.

### **Block 9, FSC**

The Federal Stock Class is **required**. It is the first four numbers of the national stock number.

### **Block 10, EQUIPMENT LOCATION/CUSTOMER REFERENCE**

The Equipment's Location is **essential (for on-site TMDE)**. The Owner/User designates the items stored/used location. The location can be up to eight digits in length. To save space you can use B for building, R for room, S for shelf, etc... ex. B100R25

### **Block 11, OWNING ORG**

The Owning Organization is **required**. This is the Owner/User PMEL RCC account code. It is a six digit alphanumeric code including asterisks. Ex. MLLAQ\*, 039911, YAKOTA, etc...

### **Block 17, WK LOC**

The Work Location is determined by AFMETCAL and/or PMEL. This field shows which section will calibrate the item.

### **Block 26, IDENTIFICATION**

The Identification is **required**. It should be the TMDE Monitor's name, their phone number, and the date.

### **Block 27, TYPE TRANS**

The Type Transaction is **required**. The Owner/User determines the type of action you want PMEL to perform. Check the requested line with **red ink**.

ADDITION – add the item to PMEL, but no calibration is required at this time.

DELETION – delete the item since it no longer requires HILL AFB PMEL support.

CHANGE – change any of the data in the PMEL database, indicate the area that needs changing by circling the old information and write in the correct information.

UPDATE – update and additions requires that PMEL schedule the item for calibration/certification.

NON-INVEN – not used.

CARD CODE – not used.

### **Block 28, DISCREPANCY**

The Discrepancy is **required for** any changes to a normal scheduled calibration. Use **red ink** to indicate any of the following: discrepancies or problems with the item, warranty dates on new items, request for short cycle, item's defect, request for limitation, request for CBU, request for NPC, item has been submitted for repair so delete the work order, etc...

### **Block 33, WRM/MOBILITY**

The WRM/Mobility is **required for** those items in a WRM kit that needs the WRM option or those items designated as Mobility assets. A WRM designation also requires a frequency change to 545 days.

## AFMC Form 135, PME STATUS

The AFMC Form 135, PME STATUS is currently used as a hand receipt for TMDE that the PMEL driver will pick up or for TMDE delivered to PMEL by the TMDE Monitor. Fill in the FEMS ID Number in the ID NUMBER Block (write all seven digits of the FEMS number even though the block contains just six spaces), your RCC code in the RCC Block, and the date the TMDE is picked-up/delivered. The driver/scheduler will check block 16, sign the form, and leave copy 2 for the TMDE Monitor.

<b>PME STATUS</b>						COPY 2
ID NUMBER  _ _ _ _ _ _	RCC  _ _ _ _ _	DATE (YY DD)		DELETE ENTRY <input type="checkbox"/>		
15 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> AWAITING PARTS	16 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> RECEIVED BY PMEL	17 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> LACK EQUIP	18 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> LACK TECH DATA	19 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> IN PROCESS	20 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> AT CONTR/DEPOT	21 <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div> LACK FACILITIES
<p style="text-align: center;"><i>I CERTIFY THAT THE ABOVE ACCURATELY REFLECTS THE STATUS OF THE PME IDENTIFIED.</i></p> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 80%; border: 0; border-top: 1px solid black;"/>             SIGNATURE           </div>						

REPLACES AFMC FORM 957, OCT 81  
 WHICH IS OBSOLETE  
 AFMC FORM 135 10/92

## **FREQUENTLY ASKED QUESTIONS**

### **How do I know if the Type IIA or the On-site PMEL calibrates my TMDE?**

The performing PMEL is determined during the items initial calibration. Once determined, the responsible PMEL will be listed in the FEMS Website and FEMS. The column will be labeled as RCC/PW or RCC/PWC, which stands for RCC/Performing Work Center or WKLOC/Wloc, which stands for Work Location. The codes listed under these columns designate the PMEL you will coordinate with.

- a. Type IIA PMEL will have a code of CTROOA, CTROOB, CTROOC, or CTROOD or a code of 01, 05 or 10.
- b. On-site PMEL sections will normally have the remaining codes. Codes of MLLAA, MLLAB, etc, VENDOR, AFPSL, etc, The On-site PMEL will either calibrate the TMDE or send it to an AFMETCAL approved calibration source.

### **Where do I find Hill AFB PMEL?**

PMEL is located in building 214. The Type IIA Scheduling section is in room 204A (east side of the building on the second floor). The On-site Scheduling section and the Planning Section are in room 104 (east side of the building).

PMEL mailing address is:

OO-ALC/MALL  
5909 Southgate Ave  
Hill AFB, UT 84056-5233

### **What documentation must accompany the TMDE to the Type IIA PMEL?**

An AFMC Form 135 and an AFMC Form 134 must be completed and accompany each TMDE needing PMEL support.

### **What documentation is needed for On-site PMEL support?**

An AFMC Form 135 must be sent to ([ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil)) for each TMDE needing PMEL support.

### **What is the process for priority calibrations?**

Complete the Priority Letter for each TMDE requiring priority support. Have the appropriate person sign the Priority Letter. The Priority Letter is located on the FEMS Website.

- a. Type IIA PMEL requires the completed Priority Letter to accompany the TMDE to the PMEL's Scheduling section in building 214, room 204A for processing. The item will also need an AFMC Form 134 and AFMC Form 135. You may use the PMEL delivery system if the delay time warrants the wait.
- b. On-site PMEL sections require the completed Priority Letter to accompany the TMDE to the PMEL's Scheduling Section in building 214, room 104 or send it to ([ooalc.mall.pmel@hill.af.mil](mailto:ooalc.mall.pmel@hill.af.mil)) for processing.

### **How are new items added?**

YOU MUST HAVE TECHNICAL DATA IN ORDER FOR PMEL TO SUBMIT THE PROPER PAPERWORK AND CALIBRATE YOUR ITEM. Otherwise there is not much we can do. You may have just wasted thousands of dollars on an item you may not be able to use.

- a. The PMEL Planning Section will be the primary focal point on new TMDE.
- b. Before you even buy new TMDE check with PMEL. We can give you valuable information on the item regarding performance, specifications, etc... Also, check AFCAV to determine if the item has already been identified and a calibration responsibility has been determined. This will speed the PMEL process.
- c. Once you receive your item or even before you physically get your hands on the TMDE send the calibration manual and any data to PMEL so we can submit an AFTO Form 45, Calibration Determination Request.
- d. Once the item is in CMS or T.O. 33K-1-100-2 (AFCAV) then PMEL can proceed with the calibration.

### **How do I delete TMDE from PMEL?**

Send the AFMC Form 134 to the Scheduling Section. Complete required blocks. Write the reason the TMDE is being deleted in Discrepancy Block 28 and check the "DELETION" line of Block 27. Make changes using **red ink**.

TMDE Monitors that do not have access to or use the AFMC Form 134, complete the Delete Letter in the FEMS Website and submit to [karen.mccord@hill.af.mil](mailto:karen.mccord@hill.af.mil)

### **How do I correct data in FEMS or the FEMS Website?**

Submit an AFMC Form 134 to the Scheduling Section. Complete required blocks. Write the reason the change is required in Discrepancy Block 28, change the appropriate block to the correct information and check the "CHANGE" line of block 27. Make changes using **red ink**.

TMDE Monitors that do not have access to or use the AFMC Form 134, complete the Delete Letter in the FEMS Website and submit to [karen.mccord@hill.af.mil](mailto:karen.mccord@hill.af.mil)

### **How do I notify PMEL of a change to a TMDE Monitor, address, phone, etc...?**

Complete the TMDE Monitor Appointment Letter (Located on FEMS Website) and send it to:

OO-ALC/MALLJ  
5909 Southgate Ave  
HILL AFB UT 84056-5233  
ATTN: Karen McCord

or send the letter to [Karen.mccord@hill.af.mil](mailto:Karen.mccord@hill.af.mil) and she will make the changes.

### **How is CLASSIFIED processed to PMEL?**

The PMEL driver cannot sign for classified items. This means you will need to deliver the TMDE to PMEL. Call Kalyn Liston at 777-3889 or Ron Lucas at 777-3889 (alternate: Garth Persson at 777-4471). He will arrange a time and place to meet you and sign the paperwork to transfer the responsibility for the classified. He will sign the AFMC Form 135, PME Status (hand receipt) and take your AFMC Form 134, to the Scheduling Section. You will be called when the item is complete and needs to be picked-up.

## ABBREVIATIONS AND ACRONYMS

### Common PMEL Terms

AFCAV	Air Force Calibration Authority Viewer
AFMETCAL	Air Force Metrology and Calibration
AFPSL	Air Force Primary Standards Laboratory
CBU	Calibrate Before Use
CMS	Calibration Measurement Summaries
FEMS	Facility Equipment Maintenance System
ID No.	Identification Number (PMEL tracking number)
Limitation	TMDE does not meet or need required specifications
NCR	No Calibration Required
NHA	Next Higher Assembly
NPC	No Periodic Calibration
MOB	Mobility asset
PMEL	Precision Measurement Equipment Laboratory
P/N	Part Number
S/N	Serial Number
TMDE	Test Measurement and Diagnostic Equipment
WRM	War Reserve Material asset

### FEMS RELATED CODES

AWAITCLOSE	Workorder is awaiting close, item in final review
AWCG	Awaiting contractor Quality
AWGQ	Awaiting government QAE (contract surveillance)
AWQPR	Awaiting Quality Review
AWRCA	Awaiting Root Cause Analysis
AFND	Awaiting funds
AEP	Awaiting Engineering Planning (awaiting AFTO Form 22/45 or AFMETCAL response)
AWA	Awaiting ACO decision (awaiting QA approval for NRTS or RTO)
AWC	Awaiting Contractor Depot (TMDE sent off-base for support)
AWE	Awaiting equipment (awaiting equipment needed for calibration/repair not supplied by PMEL)
AWFOLLOWUP	Awaiting Root Cause Analysis Follow-up
AWF	Awaiting facilities
AWP	Awaiting Parts
AWR	Awaiting Repair
AWS	Awaiting Lab standards
AWT	Awaiting Technical Data (awaiting calibration/maintenance data from RCC to complete the calibration)
CAN	Workorder has been cancelled
CLOSE	Workorder has been closed
COMP	Workorder complete, but may require a review by Quality

HOLD	Item is on Hold awaiting something to complete the calibration
INPRG	In Progress
NRBU	Not Released By User (over-due calibration)
PARLSUP	Lateral Support (lateral support used due to PMEL's capability)
PWC	Performing Work Center
RBP	Received by PMEL
RCC	Resource Cost Center (Owners/Customers/Owning Work Center)
RTO	Return to Owner
TOCODE	Routed to Other Agency (TMDE sent to AFPSL or VENDOR for Calibration)
TMP	Item is in Temporary status usually due to deployment or other extenuating circumstances that prevent scheduled calibration
WAPPR	Awaiting approval (item has not been received)
WCONTR	Awaiting Contractor (TMDE in contractor laboratory waiting for calibration)
WKLOC (Wloc)	Work Location, section responsible to calibrate the item
WSCH	Awaiting to be received by PMEL for calibration

See additional abbreviations and acronyms in T.O. 00-20-14 and the FEMS Website *FEMS Status Codes*.

# LEGAL LIABILITY



## DEPARTMENT OF THE AIR FORCE AIR FORCE LEGAL SERVICES AGENCY (AFLSA)

FEB 10 2003

MEMORANDUM FOR HW USAF/ILMM

ATTENTION: SMSgt Maurice Hubbard  
1030 Air Force Pentagon  
Washington DC 20330-1030

FROM: AFLSA/JACT  
1501 Wilson Blvd, Room 835  
Arlington VA 22209-2403

SUBJECT: Metrology and Calibration Program - Legal Liability

This is in response to your request for an updated legal opinion on the potential liability exposure of the Air Force in using uncalibrated test, measurement, and diagnostic equipment (TMDE).

The United States can be held liable for wrongful death, personal injury, and property damage arising out of the negligent or wrongful acts or omissions of its employees acting within the scope of their employment. If it is determined following a mishap that the injury or damage occurred as a result of the Air Force's failure to properly calibrate and test TMDE in accordance with published calibration and testing schedules, negligence could be established against the Air Force, resulting in a potential award of damages against the United States. While the Air Force has discretionary authority to establish the appropriate methodology and scheduling of TMDE calibration (the exercise of which can be raised as a defense to any tort liability), the failure to comply with an approved and published calibration and testing schedule could constitute negligence, and expose the United States to liability for injury or damage caused by the uncalibrated TMDE.

If you have any questions regarding this matter, please contact Lt Col Saritha Anjilvel of this office at DSN 426-9055 or (703) 696-9055. Her email address is [saritha.anjilvel@pentagon.af.mil](mailto:saritha.anjilvel@pentagon.af.mil).

  
FRANCES G. ADAMS II, GM-14  
Acting Chief, Tort Claims and Litigation Division  
Air Force Legal Services Agency